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October 24, 2007

TO: Each Health Deputy

FROM: John F. Schunhoff, Ph.D.  
Chief Deputy Director

A handwritten signature in dark ink, appearing to read "John F. Schunhoff", written over the printed name and title.

SUBJECT: **REQUEST FOR SOLE SOURCE PURCHASE ORDERS**

This is to advise you of the Department of Public Health's intention to issue a sole source agreement in the amount of \$9,988 with consultant Sarah Strunk, and a sole source agreement in the amount of \$8,835 with consultant Richard Bell. Ms. Strunk and Mr. Bell will assist the Department of Public Health in selecting and supporting recipients of the Request for Initiatives (RFI) PLACE 2007-01 grant. The RFI is a pilot project that will provide funding to implement policy and built environment changes that make it easier for people to incorporate physical activity into their daily lives. The intersection between the built environment and public health is a new field and funding stream for DPH and we need the assistance of experts to select and support successful initiatives. As leaders of the only organization in the country (Active Living by Design) to offer funding for similar initiatives, Ms. Strunk and Mr. Bell are the only experts qualified to offer such assistance.

To allow time for your review and comments, we will not conduct negotiations until 10 days from the date of this memorandum. If you have any questions or need additional information, please let me know.

JFS:ja

Attachments